



PERSON SPECIFICATION

Role: Cover Supervisor

Selection Criteria

E = essential D = Desirable for applicants to meet the relevant standard.

Criteria	Standard	E/D	Measured By
Work Experience	Working with pupils of relevant age in a learning environment	E	Application Form
	Managing pupil behaviour	E	Application Form/ Interview
	Supervising pupils under an agreed system of supervision	E	Application Form/ Interview
	Invigilating internal and external exams	D	Application Form/ Interview
Skills and Knowledge	Excellent written and oral communication skills	E	Application Form/ Interview/Referee
	Good numeracy/literacy skills	E	Application Form/ Interview
	Able to work constructively as part of a team	E	Application Form
	Understanding of classroom roles and responsibilities	D	Application Form/ Interview
	Awareness of relevant legislation relating to child protection	D	Application Form/ Interview
	Understanding of principles of child development and learning processes	D	Application Form/ Interview
Attitude	Able to relate well to children and adults	E	Application Form/ Interview
	Able to respond effectively to problems	E	Application Form/ Interview
	Good team worker with flexible approach to work	E	Application Form/ Interview
	Able to work with minimum supervision	E	Application Form/ Interview
Qualifications & Training	Appropriate first aid training	D	Application Form
	Effective use of ICT to support learning.	D	Application Form
	Understanding of relevant technology (TV, DVD, Interactive whiteboard).	D	Application Form
Special Requirements	Clear Enhanced DBS (CRB) check	E	DBS check
	Willing to take part in out of school activities	E	Interview
	A willingness to develop professionally and take part in all training and development opportunities relevant to the post.	E	Interview
	Commitment to raising the educational achievements of young people.	E	Interview
	Ability to work flexibly and to manage time effectively.	E	Interview
	Ability to build and maintain successful relationships with young people, treating them consistently, sensitively, with respect and consideration.	E	Interview